

# SUMAMA RAHIM

## CONTACT

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## SKILLS

- Office Suite (MS, Google, Libre)
- Typing
- Data Entry
- Computer Literacy
- Computer Diagnostics
- Strategic Planning
- Problem Solving
- Crisis Management
- Creative Thinking
- Sales Development
- Negotiation
- Customer Orientation
- Adaptability to Change
- Communication
- Leadership
- Effective and Efficient team player

## LANGUAGES

- English (Fluent)
- Urdu
- Pashto

## REFERENCE

Available on demand



## OBJECTIVE

Looking for a role in a competitive environment where I can utilize my skills and knowledge. In recent years I have been working in different environment where I used different tools and learned a lot. Where I found my self as a dedicated learner. So I will contribute to the company's mission and vision.



## EXPERIENCE

- Freelance

Jul 2024 - Sep 2024

Medical Billing

main responsibilities:

- Patients demographic entry in EHM, EMR and Lab MS etc.
  - Sending claims to insurance company via their portals.
  - Worked on Demographic entry, Claim submission, Denial management, AR Followups etc.

Tools:

- MS Office, EHR, EMR, LabMS, and other healthcare related tools.
- RRAH IT Solution - Islamabad

Dec 2023 - Sep 2024

B2B Sales Development Representative

major responsibility:

- Was calling to potential customers (healthcare professionals) to offer our very affordable prices for medical billing services.

Tools:

- MS Office, Google Workspace.
- Errands Services - Islamabad

Dec 2022 - Dec 2023

Sales Executive

major responsibility:

- Was calling to customers and was offering our services and products.
- Errands Services - Islamabad

Oct 2022 - Dec 2022

Data Entry operator

major responsibility:

- Pushing customers data into company's portal for followup and delivery of product and enabling of services.

Tools:

- Used MS Office and Company's portal



## EDUCATION

- BS Computer Science

2024-2028

National Skills University, Islamabad | CGPA 3.14 / 4 - B
- Intermediate (Computer Science)

2020-2022
- Matriculation (Computer Science)

2018-2020